



# Risk Quick Tips . . . .

## Risk Management Fund Contribution Discount Application—Revised for FY '08

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The [Risk Management Fund Contribution Discount Application](#) form for FY '08 has been revised and reflects the following changes:



- #2 of the old Application has been removed because this requirement is actually part of #1;
- #4 of the old Application has been combined with #1;
- #7 has been updated to reflect that the requirement has been codified into the North Dakota Century Code; and
- #8 has been added to address the legislation regarding criminal background checks.

Note the addition of the **Discount Plus** program. For FY '08, entities have the opportunity to earn an additional 2% discount when at least 50% of employees proactively complete the on-line training module titled *Defensive Driving Small Vehicles*.

The other criteria has essentially remained the same. However, you will want to review each one carefully to ensure that you are addressing each one adequately in the LCC minutes and that documentation, where required, is provided along with the Application.

Be advised that although documentation was requested and accepted by Risk Management during the review process this year, that will **NOT** be the case next year. The application *must* be submitted by May 1<sup>st</sup> and any additional documentation *may* be submitted (but will not be requested) through June 30<sup>th</sup> to receive credit. To ensure compliance use the [Sample Schedule for LCC Meeting Agendas](#) that has been developed to assist LCC's cover the discount requirements.

If you need any further explanation or clarification about the Discount Application, contact Vicki at 328-7581.

## Incident Reporting Requirement

Note that **Question #2** of the Risk Management Fund Contribution Discount Application form requires that at least 90% of the incidents/accidents be reported on-line to Risk Management within 24 hours. This is required as part of questions #1-2 to qualify for any discount. Current delays in reporting incidents appear to be based upon lack of employee knowledge or training. Prompt reporting is fundamental to a loss control program and consequently, qualification for a discount. This is due to the fact that the defense and mitigation of a claim is significantly affected when an employee neglects to report or document an incident in a timely manner.



Most delays or lack of reporting can be eliminated with incident report training and awareness and therefore, will be scrutinized closely as part of reporting in #2. Risk Management's [On-line Training system](#) has training available to help accomplish training needs. [Frequently Asked Questions \(FAQs\)](#) about Incident Reporting are also posted on Risk Management's website.